AVAYA

**6400 Series Multi-line
Telephones Quick Reference Cards
Comcode: 108032178**

CONFERENCE

To add another party to a call (for a total of up to 6 parties)

1. Press (**Conf**) .
2. Dial number of new party and wait for an answer.
3. Press (**Conf**) again.
4. Repeat Steps 1 through 3 for additional connections to the conference.

HOLD

To put a call on hold

  Press (**Hold**) .

To answer a new call while active on another

1. Press (**Hold**) .
2. On Single-line sets, press and then release the switchhook.
  On Multi-line sets, press the call appearance of the incoming call.

To return to the call on hold

  On Single-line sets, press and then release the switchhook.
  On Multi-line sets, press the call appearance of the call on hold.

TRANSFER

To send the present call to another extension or outside number

1. Press (**Transfer**) .
2. Dial the number where the call is to be transferred.
3. Press (**Transfer**) again.
4. Hang up.

SELECT RING

To select a personalized ringing pattern

1. While on-hook, press (**Conf**).
2. Continue to press (and then release) (**Conf**) to hear each of the eight ringing patterns.
3. If you want to save the ringing pattern currently being played, do not press (**Conf**) anymore. You will hear the selected ringing pattern two more times, and then it will be automatically saved.

LAST NUMBER DIALED

To automatically redial the last number you dialed
Press (**Redial**).

SPEAKER or SPEAKERPHONE

Without lifting the handset, you can use the speaker to place a call or use the speakerphone to place/answer a call, or you can use the speakerphone with any feature.

1. Press (**Speaker**).
2. Place or answer call, or access selected feature.
3. Adjust the speakerphone volume if necessary, with the Volume Control button.

To prevent the other party from hearing you
(for all sets except the 6402 and 6402D)

1. Press (**Mute**). (Red Mute light goes on.)
2. When you want to resume talking to other party, press (**Mute**) again. (Red Mute light goes off.)

TEST

To test the lights on the telephone and the display
(if the telephone has a display)

1. While on-hook, press and hold down (**Transfer**).
   Lights go on in columns and all display segments fill in.
2. To end test, release (**Transfer**).

USING the SOFTKEYS to ACTIVATE FEATURES

Your display and softkeys allow you to access up to 12 switch-related features listed on three separate
menu screens. The default features include:

First Screen: Directory (abbreviated as **Dir**), Drop (**Drop**) Internal Auto Answer (**HFAns**), and Timer (**Timer**),

Second Screen: Priority Calling (**PCall**), Automatic Callback (**AutCB**) AD Program (**Prog**), AD Pause (**Pause**),

Third Screen: Leave Word Calling (**LWC**), Ringer Off (**RngOf**), Stored Number/View (**BtnVu**), and Self-Administration (**Admin**)*.

To activate one of the softkey features

1. Press the **Menu** button.

   The display shows the first softkey feature menu screen.

2. If necessary, press the **Next** button to see the second or third softkey feature menu screen.

3. Press the softkey below the feature you wish to access. For instance, to use the System Directory feature, press the softkey below **Dir**.

NOTE: When the feature is activated, after the display screen shows you the digits you are dialing (if appropriate), an arrow (▼) appears above the feature. If there is not an arrow above the feature, the feature is off.

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* The Self-Administration feature allows you to administer specific system features such as Call Forwarding or Call Pickup onto available buttons on your telephone. For more information, see procedures for this feature in the **Voice Features** section in the guide that is packaged with your telephone.

3

FEATURE ACCESS CODES

Feature	Code
ABBREVIATED DIALING List 1	
List 2	
List 3	
Program	
CALL FORWARDING	
Cancel	
CALL PARK	
Answer Back	
CALL PICKUP	
LAST NUMBER DIALED	
LEAVE WORD CALLING	
Cancel	
PRIORITY CALLING	
SEND ALL CALLS	
Cancel	

ABBREVIATED DIALING PERSONAL LISTS

Item No.	Pers. List 1 Names/No.	Pers. List 2 Names/No.	Pers. List 3 Names/No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			

TRUNK CODES		MISCELLANEOUS	
Description	Code	Description	Extension
		Message	
		Attendant	
		AUDIX	